

## ATTACHMENT 1

**PPD Replacement Mission Contract**

**4-4-01 Revision**

### **STATEMENT OF WORK**

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including the Toxic Substances Control Act (TSCA), the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and the Pollution Prevention Act of 1990 (PPA).

Under TSCA, OPPT assesses environmental and human health risks associated with chemicals that are already in the marketplace, new chemicals that industry seeks to market and microorganisms, especially those developed by the biotechnology industry.

Under EPCRA, EPA implements four programs related to emergency planning and response, accident notification, chemicals stored at facilities, and the Toxics Release Inventory (TRI). OPPT provides technical support to the Office of Solid Waste and Emergency Response (OSWER) for the first three programs in the areas of chemistry, engineering, economics, exposure assessment and risk assessment. On the fourth program, OPPT provides technical support to the Office of Environmental Information, the lead program for the TRI.

OPPT manages several programs to promote pollution prevention, the adoption of cleaner technologies and safer chemicals. Pollution Prevention, or P2, was established as the national environmental policy of the United States in the Pollution Prevention Act of 1990. At EPA, pollution prevention means source reduction – preventing or reducing waste where it originates, at the source or “in process, closed loop recycling”. While many of EPA programs relate directly to the Pollution Prevention Act, several others are in direct response to Executive Orders signed by the President and still others are practical applications of the EPA Administrator’s request to make pollution prevention the method of first choice in reducing risk to human health and the environment.

The Office of Pollution Prevention and Toxics works to promote pollution prevention both inside and outside the Agency. This is done in several ways, such as using voluntary pollution reduction programs, engaging in partnerships, providing technical assistance, funding demonstration projects and incorporating cost-effective pollution prevention alternatives into regulations and other initiatives. A more complete description of EPA’s pollution prevention program can be found at the following web site: [www.epa.gov/p2](http://www.epa.gov/p2).

The Office's Pollution Prevention activities can be viewed as focusing in 4 distinct areas:

- sustainable **Business Practices** which seeks to promote P2 approaches and techniques as an essential part of how businesses operate.
- identifying and reducing risks to human health and the environment from existing and future exposure to priority persistent and bioaccumulative toxics with the multi-media **Persistent Bioaccumulative and Toxic (PBT) Chemical Program**,
- greening the federal government's purchasing decisions with the **Environmentally Preferable Purchasing (EPP) Program**, and
- improving the quality and quantity of P2 information and assistance available through various **P2 Grant Programs**.

The specific task areas that follow will be expressed according to these four program areas.

Central to EPA's Pollution Prevention program is communicating the P2 message and reaching out to the public with pollution prevention information and tools. The P2 audience is wide and includes industry, nonprofit government organizations, environmental groups, state and local governments, tribal nations, other federal agencies and the general public. OPPT's Pollution Prevention communication and outreach strategy includes the use of electronic media for distributing and displaying Pollution Prevention information. Currently the main vehicles for communicating the P2 message are the various P2 web sites (P2, EPP, PBT, EJP2, Environmental Accounting) as well as the various publications generated by each of these programs.

An ongoing effort for the Pollution Prevention Division and the pollution prevention community is measuring the impact of their work beyond just activity measures. The next step for P2 measurement work is to track and analyze the connection between prevention and the environmental problems that it addresses, and the types of businesses that benefit from P2. EPA's Pollution Prevention Program must also measure progress in compliance with objectives set for it under the Government Performance Results Act. This will include tracking progress under the Toxics Release Inventory.

#### Deliverables

When submitting reports containing recommendations, the contractor shall: (1) explain and rank policy or action alternatives, if any, (2) describe procedures used to arrive at recommendations, (3) summarize the substance of deliberations, (4) report any dissenting views, (5) list sources relied upon, and/or (6) otherwise make clear the methods and considerations upon which recommendations are based.

All contract product deliverables should be delivered in both hardcopy and electronically.

For those products which are designated to be made publicly available, the contractor shall deliver the product in both hardcopy, electronically (text only in WordPerfect and fully formatted, first-generation print-ready with graphics, any photos, and layout in Adobe or equivalent software) and in a web-ready format on diskette.

In support of Internet ready electronic files, the contractor shall ensure that all HTML files and web-based applications shall comply with the standards, guidelines and processes in the EPA Web Guide at <http://www.epa.gov/webguide>. All web-based applications under development must complete the Agency application review process. The selection of the platform for developing web-based applications shall be approved in advance of development. All HTML and web-based files and application shall comply with the accessibility standards developed under Section 508 of the Americans with Disabilities Act (<http://www.section508.gov>). There are also technological limitations of the EPA public server and daily maintenance which must be conformed to as well. It is important that any products which will be housed on the EPA site be optimized for a variety of target browsers, user hardware, and that through testing be done for compatibility.

### **SPECIFIC TASK AREAS**

**BUSINESS PRACTICES- estimated to be 15% of the total contract effort, with 40% of the task consisting of outreach and 60% consisting of technical support.**

EPA's ultimate goal is to make pollution prevention a standard operating practice in all aspects and sectors of our society. In order to accomplish this goal, EPA must form partnerships with industry, transfer technology to industry, promote environmental stewardship on the part of industry and promote the inclusion of environmental performance considerations in managerial accounting and capital budgeting practices within industry. EPA's approach to meeting this goal is characterized by the following programs which individually and collectively are designed to promote and institutionalize change in corporate behavior.

As an example, the Environmental Accounting Project (EAP), a program designed to encourage and motivate businesses to understand the full spectrum of their environmental costs and integrate these costs into decision making. Since 1992 the Environmental Accounting Project has been supporting research and providing guidance on improving the consideration of material flows and environmental costs in managerial accounting practices. The project collaborates with the business community, accounting and other professional societies, the academic and research community, government and other stakeholder groups to advance the development and application of environmental managerial accounting concepts and methodologies. For more information on this project, see the following web site: [www.epa.gov/oppt/acctg](http://www.epa.gov/oppt/acctg).

The Design for the Environment Program, a voluntary partnership-based program that works directly with companies to integrate health and environmental considerations into business decisions. The Design for the Environment program is a testing ground for new approaches to risk reduction through pollution prevention. It serves as a catalyst for lasting change that balances business practicalities with sound environmental decision making. For more information on EPA's Design for the Environment Program, see the following web site: [www.epa.gov/dfe](http://www.epa.gov/dfe).

**TASK 1. In support of EPA Business Practices program, the contractor shall perform the following tasks :**

- 1.1 Support the work of the Environmental Accounting Project in the areas of outreach, research, publications, training, and other activities that further the mission and goals of the EAP.
- 1.2 Develop strategies and technical assistance modules that will provide corporations with approaches to reduce or eliminate the presence of toxic chemicals and other wastes from their supply chains. The contractor may be required to collect case studies using corporate experiences to be used as background data that will help develop these self-sustaining practical modules.
- 1.3 Review lessons learned from such efforts as the Natural Resources Defense Council (NRDC) and Dow Chemical partnership that resulted in the establishment of effective pollution prevention strategies and toxic use reduction at the Dow Midland facility, and work with EPA and NRDC to advance and apply these lessons learned to other facilities, who have agreed to partner with the NRDC in this effort.
- 1.4 Examine the environmental practices and performance of those industries who stand out as leaders for better environmental practices and performance nationwide and document these practices as a model process and program for other firms. EPA will identify these industrial leaders.
- 1.5 Support the development of appropriate metrics to measure the performance of business practice and pollution prevention projects and conduct impact studies using these metrics.
- 1.6 Provide appropriate and comprehensive research on business/market trends as well as analysis of environmental business practices. Identify "technology gaps", i.e., environmental problems for which P2 assistance providers have no feasible prevention-oriented solutions. Estimate the potential demand for selected "gap" technologies.

**P2 AND PERSISTENT, BIOACCUMULATIVE AND TOXIC (PBT) CHEMICALS- estimated to be 35% of the total contract effort, with 40% of the task consisting of outreach and 60% consisting of technical support.**

Persistent, bioaccumulative and toxic pollutants are highly toxic, long lasting substances that can build up in the food chain to levels that are harmful to human and ecosystem health. They are associated with a range of adverse human health effects, including effects on the nervous system, reproductive and developmental problems, cancer and genetic impacts. EPA's challenge in reducing risks from PBTs stems from the pollutant's ability to travel long distances, to transfer rather easily among air, water, land and to linger for generations in people and the environment. EPA is committed to protecting children and women of child-bearing years from exposure to PBTs and reducing the concentration of PBTs in our nation's waterways. OPPT is the lead office for this Agency-wide multimedia effort called the PBT Program. Please see the following web site for further information on EPA's PBT program: [www.epa.gov/pbt](http://www.epa.gov/pbt).

The PBT Program is characterized by the following activities:

**Implementation of cross-program multimedia actions designed to reduce risk to human health and the environment caused by the following chemicals:**

Mercury	The Dioxin/furan family of chemicals	Polychlorinated Biphenyls
Toxaphene	DDT, DDE and DDD	Mirex
Alkyl Lead	Hexachlorobenzene	Benzo(a)pyrene
Chlordane	Octachlorostyrene	Aldrin/Dieldrin

In addition, the PBT Program is also including:

- The general class of Polycyclic Aromatic Hydrocarbons
- A general class of canceled pesticides beyond those listed above
- And selected organic and organo-metallic compounds and metals

**Development of cross-agency action plans for selecting PBT chemicals.**

These national action plans describe multimedia actions that the agency proposes to take to reduce risk associated with these PBT chemicals.

**Development and implementation of specific cross-programmatic activities.**

These are activities that typically do not fall completely within one program's domain and are essential to all programs. Examples include environmental monitoring and community outreach.

**Eliminating mercury and other constituents from the Health Care Industry.**

On June 24, 1998, EPA signed a Memorandum of Understanding with the American Hospital Association to virtually eliminate Mercury from waste generated by hospitals by the year 2005,

reduce overall hospital waste volume by 33 percent by 2005 and 50 percent by 2010 and to jointly identify additional substances to target for pollution prevention and waste reduction opportunities.

**TASK 2. In support of the Agency-wide PBT Program, the contractor shall perform the following tasks:**

- 2.1 Assist in the development of National Action Plan documents for selected PBT chemicals. (EPA will provide examples of National Action Plans that have already been developed.)
- 2.2 Design a long term process to ensure that the highest priority PBT chemicals are being addressed under the PBT Program.
- 2.3 Develop strategies for long term cross-agency activities, especially a long term monitoring plan designed to not only more fully assess the nature and extent of the nation's PBT problems , but also to measure progress toward the Agency's PBT goals and objectives which are expressed in the agency's strategic plan.
- 2.4 Summarize public comments on any documents and national action plans that are released for full public review, as requested. The contractor may be asked to assist in developing a response document to public comments received by this program.
- 2.5 Working with EPA, develop ideas for integrating PBT related activities with the other P2 programs, especially business practices, EPP and outreach.
- 2.6 Gather analytic data and studies related to the chemistry, toxicity, exposure pathways, fate and transport behavior of selected PBT chemicals.

**ENVIRONMENTALLY PREFERABLE PURCHASING PROGRAM- estimated to be 30% of the total contract effort, with 50% of the task consisting of outreach and 50% consisting of technical support.**

The Environmentally Preferable Purchasing Program (EPP) promotes Federal government use of products and services that have reduced impacts on human health and the environment. Such purchases are required by Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention, subsequently superceded by Executive Order 13101. The Executive Order also directed EPA to develop guidance to help Federal agencies incorporate environmental preferability into their purchasing procedures. To further institutionalize EPP in

the federal government, the general mandate of Executive Order 12873 was written into the Federal Acquisition Regulations in 1997.

The goal of the EPP Program is to make environmental performance a factor in Federal government purchasing decisions, along with product performance and cost. The EPP Program is responsible for (1) establishing national policy on environmentally preferable purchasing, (2) providing guidance and assistance to federal agencies to practice EPP through pilot projects and tools, and (3) serving as a repository of information about EPP and as an “ambassador” on the issue. Most of the EPP tasks in this Statement of Work relate to one of these three responsibilities. Please see the following web site for further information on EPA’s EPP program: [www.epa.gov/oppt/epp](http://www.epa.gov/oppt/epp).

**TASK 3. In support of the Environmentally Preferable Purchasing Program, the contractor shall perform the following tasks:**

- 3.1 Provide technical and analytical support to pilot projects to identify and purchase environmentally preferable products and services. This support may include:
  - research on the life cycle impacts of products and services. This may include collecting and analyzing information on release, exposure, hazard, and other human health and ecological impacts relating to the acquisition of material inputs, manufacture, use, and disposal of products and services.
  - economic analyses of the impacts various scenarios may have on agency budgets, small and medium-sized businesses, and/or the U.S. economy.
  - evaluations or assessments of pilot projects and/or of agency EPP programs. This may include evaluating whether government demand has developed new markets for greener goods, changed the environmental impacts of agency operations, and/or whether agency EPP programs are cost-effective.
- 3.2 Develop training tools or modify existing training tools, including multimedia and cross programmatic tools, to assist federal agencies and others in meeting their environmentally preferable purchasing goals. This may include:
  1. developing web-based or interactive training tools;
  2. developing EPP portions of relevant training programs for federal purchasers, environmental staff, and/or agency managers; and/or
  3. conducting “train-the-trainer” sessions in EPA regions or other federal agencies.
- 3.3 Develop, modify and maintain database and other tools providing product-specific

environmental information aimed at assisting federal agencies and others in implementing their environmentally preferable purchasing goals;

- 3.4 Provide other programmatic support, as needed, to the EPP Program, including literature searches of particular product service categories; assistance with strategic planning for future activities to influence Federal purchasers to purchase environmentally preferable products and services; and, other tasks in support of the EPP program goals.

**POLLUTION PREVENTION GRANT MANAGEMENT SUPPORT- estimated to be 15% of the total contract effort, with 75% of the task consisting of outreach and 25% consisting of technical support.**

A key component of EPA's multimedia pollution prevention program is to support state and local pollution prevention programs. Because State organizations have closer, more direct contact with generators and hence are more aware of generators' needs and problems, EPA believes that state-based environmental programs can make unique contributions in working directly with industry, businesses, local governments and other groups and individuals on pollution prevention. EPA has several grant programs which provide funds for technical assistance.

The Pollution Prevention Resource Exchange (P2Rx). Information is only as useful as the vehicles for getting it into the hands of those who use it. Recognizing this, in 1997, EPA created the pollution prevention resource exchange in response to a survey of over 300 technical assistance providers from state and local government environmental programs that indicated a need for an information network that makes information searches easy, collects, synthesizes and updates technical information; and provides contact information for experts and other sources. For more information on the P2Rx see the web site: [www.epa.gov/p2/p2rx.htm](http://www.epa.gov/p2/p2rx.htm).

Pollution Prevention Incentives for States (PPIS): EPA administers a Pollution Prevention State Grant Program, which is designed to promote the establishment and expansion of state pollution prevention programs, and to test, at the state level, different pollution prevention approaches and methodologies. Basic components of this program are distributing grant funds, monitoring EPA-funded projects and providing technical assistance where needed, and providing economic and technical analysis in evaluating the progress and results of EPA-funded pollution prevention projects.

The goal of the PPIS grant program is to assist businesses and industries in identifying better environmental strategies and solutions for complying with Federal and state environmental regulations. PPIS grants are designed to effect the compatibility of businesses environmental and economic decision making, and improving competitiveness without increasing environmental impacts. Successes include decreases in facility emissions and discharges which lead to less stringent regulatory and permitting requirements, increases in production rates that correlate to decreasing environmental costs, elevated investments in new and better technologies, and savings

that directly impact the overall profitability of a business.

Environmental Justice through Pollution Prevention. EPA established the Environmental Justice through Pollution Prevention (EJP2) grant program in 1995 to support pollution prevention approaches in environmental justice communities. In the first five years of the program, EJP2 provided more than \$15 million for a total of 198 innovative projects identified by the communities to prevent pollution. Through EJP2, EPA funded a wide array of organizations and communities interested in environmental justice, including urban areas, rural communities, tribes, different ethnic groups, and the poor. The agency designed the program as a fund for innovation. Through EJP2, a wide range of community groups, tribes, and local governments identified environmental problems and potential approaches for their communities within the general context of pollution prevention solutions.

**TASK 4. In support of these OPPT's Pollution Prevention Grant Programs, the contractor shall perform the following tasks:**

The contractor shall provide administrative support to the following grant-related programs:

- 4.1 Maintain and update an existing computerized pollution prevention grant tracking system and support regional pollution prevention administrative tracking of grant deliverables.
- 4.2 Gather information on linking state technical assistance programs with environmental problems and results.
- 4.3 As regional activities are defined by any of the components of the P2 program, provide support to the Regions in accomplishing these activities.
- 4.4 Provide support in various aspects of grants administration including the following: providing administrative or technical support to EPA as it develops and disseminates grant guidance; staffing telephone lines to respond to applicant questions; maintaining database of potential grant applicants; and designing and sending outreach information to potential grant applicants.
- 4.5 Provide assistance in summarizing and analyzing the work to be done under grants to State and Tribal P2 programs awarded annually.
- 4.6 Develop an action plan to gather the appropriate and up-to-date information on the State technical assistance programs and their environmental impact.
- 4.7 Analyze State-based Technical Assistance Programs efforts to address the chemicals and

facilities that are subject to Toxic Release Inventory (TRI) reporting. The analysis should include how the TRI annual emission reductions/increases is impacted by the work EPA supports through grant dollars to the State-based technical assistance providers.

- 4.8 Provide support in the development of case studies of State pollution prevention programs that will be used in the assessment of the PPIS and other grant programs. These case studies will examine how the grants were integrated into the state programs and highlight the effectiveness of the grants in building infrastructure and self-sustaining programs. These case studies will showcase several state p2 programs and describe the influence of the grant funding in each case.
- 4.9 Provide assistance in working with the regional and state contacts in gathering information on state program structure, PPIS funding, grant successes, grant products, analysis of grant impact and state program futures.

**TASK 5. In support of all the OPPT's Pollution Prevention Programs, the contractor shall perform the following tasks. Estimated to be 5% of the total contract effort, with 40% of the task consisting of outreach and 60% consisting of technical support.**

- 5.1 Provide support for the implementation of the statutory program requirements in the Pollution Prevention Act.
- 5.2 Provide analysis on the barriers and opportunities associated with the efforts to incorporate pollution prevention into EPA regulations, policies, and voluntary programs.
- 5.3 Provide support in identifying opportunities and barriers to incorporate pollution prevention into the environmental mission of other institutions providing environmental services.
- 5.4 Generate formal documents, information products and communication materials in response to specific work assignments received from the PO. In producing these products, the contractor shall utilize a style and format consistent with U.S. Government Printing Office (GPO) and EPA standards. All products will be clearly marked as contractor-prepared materials.
- 5.5 Apply state-of-the-art technologies to design, develop, maintain, upgrade and integrate the various P2 and PBT web-sites that have been created or are needed by the individual P2 programs so that EPA can most effectively exchange information and technology with its stakeholder communities.

- 5.6 Produce outreach material for the various P2 programs. These may include newsletters, case study summaries that document the various projects, and brief fact sheets on specific projects. The format and length of these documents will be defined by the specific EPA program lead.

For example, for the EPP program, the contractor might be asked to explore and develop alternative format, length and delivery mechanisms to better meet the needs of the intended federal consumer. Direction will be provided by EPA based on the results of a market research project currently underway. Documentation of EPP pilots will encompass examples from the federal sector primarily and will draw from State, local and foreign governments, as well as the private sector.

- 5.7 Develop marketing plans for specific program products or initiatives similar to commercial product launches. Develop comprehensive marketing strategies including such activities as program/product/initiative identification, message development, convening focus groups and innovative outreach mechanisms.
- 5.8 Travel to pollution prevention events, such as State and EPA regional P2 roundtables, national society meetings and the like and set up and staff display booths, distribute EPA materials and take questions from booth visitors. OPPT, generally, will be involved in fifteen such events annually. Personnel will identify themselves at all times as contractor employees when staffing the display booth and talking to targeted groups at meetings and display functions.
- 5.9 Prepare brochures, fact sheets and similar material for these meetings to publicize the efforts of EPA's P2 programs as needed for these meetings.
- 5.10 Maintain mailing lists for the participants of the various EPA's P2 programs and supply mailing labels as requested by EPA.
- 5.11 Conduct literature searches and draft articles for periodicals that serve trade audiences. Generally, OPPT will need to prepare at least two and no more than ten such articles per year.

Attendance on-site at EPA Headquarters facilities will be required from time to time to complete specific assignments, such as facilitating/recording teleconferences. Contractor personnel assigned to these activities shall comply at all times with EPA on-site security procedures and shall identify themselves as contractor employees when interacting with Agency staff members.